



# Vacancy Notice INT03981

INTERPOL is the world's largest international police organization, with 195 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime.

INTERPOL is now looking for qualified candidates as Project Manager.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented member countries and women are strongly encouraged to apply.

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<b>Job Title:</b>	Senior Project Manager
<b>Reporting To:</b>	Depending on the project
<b>Location:</b>	Any one of INTERPOL Duty Stations – depending on the post
<b>Duration:</b>	Depending on the post – up to 3 years, Fixed-term or short-term contract
<b>Grade:</b>	4
<b>Number of post:</b>	Roster*
<b>Level of Security screening:</b>	Basic
<b>Deadline for application:</b>	<b>06 July 2023</b> – (This is a proactive exercise and might be closed before the deadline, we recommend you apply as soon as possible.)

\*This proactive selection exercise will be used to generate a list of recommended candidates that will be used to address Organization's staffing needs in the future.

If recommended after the recruitment process, you may be offered a post within one of our projects. If this is the case, please note that these posts may be either financed by funds external to the Organization or linked to the temporary replacement of a Staff Member of the Organization and carry, in principle, no expectation of renewal. Any potential subsequent extension will be subject to the terms of the Organization's Staff Manual, and to availability of funds, to satisfactory performance and to the return of the concerned Staff Member to the post.

Tests/interviews in connection to this selection procedure will likely take place approximately 2-3 weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately two to three months after receiving an offer of employment at the latest.

INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation and disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision. Candidates are also encouraged to familiarize themselves with specific laws and policies that may impact their personal and family situation in the duty station to which they apply.

## INTRODUCTION OF POST

Under the supervision of the respective Programme Manager, Head of Programme, or Assistant Director; the incumbent is responsible for managing the initiation/execution/evaluation of one or a series of assigned complex projects and for the development of new ones. In this regards she/he is responsible for managing all aspects related to the entire life cycle of the project(s). The incumbent may also be responsible for representing the assigned project(s) at meetings and conferences, often in front of large audiences, on behalf of the Organization. She/he will have a functional line to the Project Portfolio Management Office (PPMO) in order to support her/him in her/his duties and activities.

Project(s) managed by a Senior Project Manager are defined by the Strategic Management Board of INTERPOL as complex in their scope, sensitivity, size (of budget and resources) and type of deliverables. They are usually projects with high strategic importance to the Organization, with medium to long timeframes, large to major budgets, not as familiar to the Organization in terms of delivery, sometimes with higher risks. The principal duties and actions listed below will be linked to managing such projects.

## PRIMARY DUTIES

### DUTY 1 Plan, execute and close assigned project(s)

- Plan and efficiently manage the day-to-day implementation of the project as approved by the Project Owner, ensuring on-time delivery, within scope and budget, following the Project Management Guidelines and methodology
- Track and supervise project execution. Provide project planning adjustments (by modifying the scope, schedule or budget) and initiate exception reports, project revisions and related activities when necessary
- Provide and update project documentation including financial records, when applicable, and provide progress reports for different stakeholders and purposes according to the needs of the Organization
- Identify, assess, plan and implement risk management procedures. Elaborate risk mitigation plan
- Continuously analyze the project context (internal and external) assessing pertinence and guaranteeing alignment with the Organization's goals and strategic framework
- Bring project to a close, conduct project performance evaluation and capture lessons learned
- In the case of multiple assignments to different units, the subject may be directly supervised by PPMO.

### DUTY 2 Project monitoring and follow-up budget

- Manage and monitor all project activities and produce narrative and financial reports as per Project Management guidelines and funding agreements
- Administer project budgets, including reviewing and preparing all respective financial commitment within the boundaries of the allocated budget for approval by the supervisor/ budget holder
- Ensure resources availability and allocation for the project.

### DUTY 3 Team management

- Manage and guide project team's daily activities, making optimal use of allocated resources
- Facilitate cooperation between project team members and assign duties accordingly
- Collaborate with internal and external project partners in a matrix-functioning Organization
- The incumbent might be required to mentor other project managers.

**DUTY 4 Project development and documentation**

- Be responsible for creating all management documentation in accordance with Project Management guidelines
- During the initiation phase of new projects (or follow-up projects), produce (independently or as a member of a team and in collaboration with the different business areas) business cases (concept notes, project proposals) including budget and resource estimates. Involve relevant stakeholders in order to support the definition of the project scope and objectives
- In accordance with INTERPOL Strategy, promote the project's value outside the Organization and collaborate effectively with project stakeholders

**DUTY 5 Representational and administrative duties**

- Coordinate the organization of different project-related events with experts of other INTERPOL units and external partners (i.e. trainings, conferences, meetings, etc.)
- Provide regular and timely ad-hoc activity reports to the hierarchy
- Provide support in the overall development and implementation of the unit's activities
- Represent the project and/or assigned Unit at external events, conferences and meetings, when required, accurately reflecting the organizational positioning with regards to the subject matter.
- Perform all other functions, duties, and responsibilities that may be necessary to insure the smooth functioning of the Sub-Directorate/Project/Team as required by the hierarchy.

**DUTY 6 Perform any other duties as required by the supervisor.****REQUIREMENTS**

All candidates will be assessed on the under mentioned requirements

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

**Training/Education required**

- Three-to-four years' education at an accredited University or other specialized higher education establishment in a relevant field;
- Certification in the field of project management, e.g. PRINCE 2 practitioner level or PMP certification, would be a strong asset.

**Experience required**

- A minimum of 5 years' experience managing projects.
- A minimum of 10 years' relevant experience is required if the post holder does not have the required level of education or certification.
- Managerial experience.
- Experience with law enforcement agencies will be considered as an asset.

- Experience working in an international or multicultural environment would be an asset.

**Languages**

- Proficiency in English (written and oral) is required;
- Working knowledge of any of the other official languages of the Organization (Arabic, Spanish or French) will be considered an asset and for some posts, a requirement.

**Specific aptitudes & skills required**

- Strong IT skills to use computer-based project management tools.
- Leadership to take on roles such as motivator, communicator and facilitator.
- Effective communication skills to ensure sufficient information is available to project team and top

management on project objectives, status, changes, organizational standards and beneficiaries' needs

- Teamwork, particularly the ability to collaborate effectively.
- Feedback capabilities in order to maintain an understanding of the overall project and its environment so that concerned parties are able to review the project's status.
- Problem-solving skills to tackle problems when they arise, trace them back to the root cause and craft solutions.

- Self-motivated, methodological, and work collaboratively in a team or individually while meeting deadlines.
- Proficiency of oral presentation to communicate effectively with team members, management and stakeholders.
- Ability to develop and maintain professional networks
- Demonstrated personal and professional maturity to work in an international and multidisciplinary environment.
- Conflict management and negotiation – conferring with others to come to terms with them or to reach an agreement.

### WORKING CONDITIONS

- Remuneration for appointment on contract: Salary scales of all duty stations of INTERPOL can be found at <https://www.interpol.int/What-you-can-do/Careers/Vacancies>. The starting point is step 1 and one additional step will be granted for every 3 years of fully relevant experience. The salary scales of INTERPOL's officials are adjusted at least once per year (more under exceptional circumstances) on the basis of the methodology used for the calculation of the Purchase Power Parity (PPP).
- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see Employment conditions for contracted officials available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.
- In order to be a staff member at INTERPOL the proof of fully COVID-19 vaccination status is a mandatory requirement. The person is considered fully vaccinated if he/she has taken all the doses (initial and booster doses) required by the local health authorities of his/her country of residence/origin. This may imply a reduced number of doses if the person has recovered from COVID-19 infection (requirement for recovery certificate). Please note this as you apply for the position advertised.
- Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.

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In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

- INTERPOL has four official languages: English, French, Spanish and Arabic.
- INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade, to make an appointment with a modified job description or for a shorter or longer duration than indicated above.
- INTERPOL would like to inform candidates that their application may be considered for other similar positions.
- INTERPOL operates a non-smoking policy.